

# GCCB-R

## REGULATION

### PROFESSIONAL STAFF PERSONAL / EMERGENCY / RELIGIOUS LEAVE

#### Personal Leave

Professional staff personnel employed twenty (20) hours per week or more are eligible for accumulated personal leave.

Forty (40) hours ~~Five (5) days~~ of personal leave may be granted annually to ~~eligible~~ full-time personnel. Eligible employees working on any other work schedule will be credited personal leave that shall be computed at the same ratio that the number of employed hours bears to full-time employment. Said personal leave may be taken in no less than one (1) hour ~~one-half (1/2) or one (1) whole day~~ increments. Such leave is accorded without loss of pay during each school year. Unused personal leave hours ~~days~~, or portions thereof, will be added to the following year's accumulated sick leave.

The reason for this leave shall be determined by the individual and need not be revealed. Approval of leave shall be contingent upon the following:

- For staff members requiring a substitute: Each individual school may have at least two (2) staff members, or not more than ten percent (10%) of said staff on personal leave on any given day.
- For staff members not requiring a substitute: Each individual school may have at least one (1) staff member, or not more than ten percent (10%) of said staff on personal leave on any given day.
- Ten percent (10%) of a site's certificated staff requiring a substitute may request personal leave at any time. However, for the days before and after the below listed holidays and intersession/breaks, personal leave will be limited to seven percent (7%) of said site staff. Nurses are excluded from the site numbers.

Martin Luther King Day  
Rodeo Break (2)  
Memorial Day  
Independence Day  
Labor Day

Veteran's Day  
Thanksgiving Holiday (2)  
Winter Break  
Winter Holiday (1)  
Spring Break/Intersession

- Personal leave before or after the above listed holidays must be requested in writing five (5) contract days before the requested leave date.

At an employee's option, paid personal leave may be substituted, without the restrictions on the use thereof set forth in this regulation, for all or a portion of otherwise unpaid family and medical leave taken by an eligible employee in accordance with Policy GCCC. If an employee elects to substitute paid personal leave for otherwise unpaid family and medical leave, the employee need only comply with any notice requirements applicable to the use of paid personal leave, and not with the more stringent notice and certification requirements set forth in Policy GCCC, unless the employee's paid leave period is followed by a period of unpaid family and medical leave.

## **Procedure**

The following procedure will apply when requesting and utilizing personal leave days:

- The employee must request this leave in writing for approval by the principal or immediate supervisor. A written response to a personal leave request will be issued as soon as possible.
- If multiple requests are received simultaneously, any remaining site allocations for personal leave will be determined by lottery. An administrator and a neutral certificated staff member must be present at the lottery drawing.
- A written record of this leave will be confidentially maintained at each school/department for verification of exact leave days taken for forty-five (45) days, after which, the record will be destroyed.
- The written record shall specify the day(s) of absence so that arrangements may be made for an appropriate substitute, and written notification denoting the absent employee, date(s), and name of substitute shall be delivered to the human resources division.

## **Deductions upon Exhaustion of Personal Leave**

A nonexempt (hourly) staff employee will not be paid for hours that such employee is absent from work on personal business, once such employee has exhausted the employee's total allotted paid personal leave.

When an exempt (salaried) staff employee has exhausted the employee's total allotted paid personal leave, the District may deduct pay from such employee's salary for the time of the employee's absence in excess of the employee's allotted paid personal leave.

## **Emergency Leave**

With approval by the principal or supervisor, an employee may be absent for urgent private business, provided that there shall be deducted from the employee's salary an amount equal to the daily rate of teacher substitute pay times the number of days

absent. If the emergency leave taken falls on the day before a vacation or holiday or the day following a vacation or holiday, there will be no loss of vacation or holiday pay.

### **Religious Observance Leave**

The District does not grant special religious observance holidays. Religious holidays may be taken in conjunction with personal leave, vacation leave or as an unpaid excused day.